



JOB DESCRIPTION

Position Title: **Assistant Supervisor**

Working Area: **Probation**

Class Code: 3018

Non-Exempt

EEO Code: 06

Effective Date: August 29, 2002

Major Function

Performs administrative and secretarial work in support of an administrative office.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Acts as a work leader for subordinate secretarial/clerical personnel as required. Is assigned supervisory responsibilities over secretarial/clerical personnel to include initiation and effective recommendation, for final approval by department director, hiring, performance evaluations, disciplinary, and/or commendatory actions.

Route telephone calls, answers routine inquiries, and responds to complaints from the general public by providing assistance in resolving problems encountered by the public.

Takes and transcribes oral dictation of correspondence, reports, and other materials as required. Processes all materials necessary for meetings and takes and transcribes minutes at meetings as required. Coordinates, records, and advises office staff members of engagements and meetings as required.

Supervises the flow of communications for the assigned office. Composes and types correspondence, and other materials as required. Supervises support staff assigned to an administrative office and conducts clerical staff meetings.

Maintains files, office records, and official records. Prepares various routine and special reports, summaries, and tabulations. Conducts research as necessary to complete special projects and work assignments.

Prepares Bi-weekly payroll and maintain leave/attendance records for department. Tracks account balances and purchase requisitions/orders as required for the division budget.

Operates standard office equipment such as personal computer, Dictaphone, copy machine, calculator, and typewriter as necessary for satisfactory completion of duties.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of Business English, spelling, punctuation, and arithmetic. Knowledge of modern office practices and procedures, including record keeping methods. Knowledge of personal computers and appropriate software used in an office environment.

Ability to maintain confidential information. Ability to compose effective and accurate correspondence. Ability to assume responsibility and execute supervisor's instructions. Ability to organize office work and provide technical guidance and training to subordinates. Ability to maintain office records and filing systems. Ability to meet and deal effectively with personnel from other agencies and the general public. Ability to communicate effectively both orally and in writing.

Skilled in the use and care of standard office machines and equipment.

Associates Degree in Office Management Technologies, Office Administration, Legal Studies or a related field and three (3) year's progressively responsible secretarial experience, including experience with personal computers, budget process and high level secretarial experience with extensive public contact and/or administrative responsibilities; or an equivalent combination of related training and experience.

Ability to type 35 correct words per minute.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most job duties sitting at a desk or table. An incumbent in this classification performs job tasks that require repetitive hand motion.